**Tips to Reduce Overpayments**

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  - Watch for new customers in “pending” status.
  - Look for children who stopped attending or have had a schedule change.

- **REPORT** children who were never in care or not known.

- **REPORT** children who were in care less than eight hours or stopped attending.

- **REPORT** an individual child’s rate if less than the standard full-time monthly rate. The rate change will be made effective the following month.

- **REPORT** all changes by the 25th of the month or as soon as known.

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